

**SITE REVIEW FORM
SUMMER FOOD SERVICE PROGRAM**

NOTE: To be completed during first four weeks of operations.

Sponsor: _____ Site: _____

Site contact: _____
Name Title

Site address: _____

Telephone: _____ Date of review: _____

Monitor's arrival time: _____ Departure time: _____

Site supervisor: _____

Regular site: _____ Camp site: _____ Average daily participation (if applicable): _____

Today's attendance: _____ Approved meal service time: _____

Type(s) of meals reviewed:

	Breakfast	Snack	Lunch	Snack	Supper
Approved level(s) of meal service	_____	_____	_____	_____	_____

Day of visit	Breakfast	AM Snack	Lunch	PM Snack	Supper
# meals delivered					
# meals/milk from previous day					
Time meals delivered					
Time meals served					
# first meals served to children					
# second meals served to children					
# meals served to Program adults					
# meals served to non-Program adults					
# meals leftover					

YES	NO	EXPLAIN ANY "NO" ANSWERS BELOW
_____	_____	1. Does the staffing pattern correspond to that listed on the approved site sheet?
_____	_____	2. Has the site supervisor attended training session?
_____	_____	3. Does the site have sufficient food service supervision?
_____	_____	4. Are meals counted/checked before signing delivery receipt?
_____	_____	5. Are accurate meal counts taken of meals served?
_____	_____	6. Are meals served as second meals excessive?
_____	_____	7. Are records of adult meals being kept?
_____	_____	8. Do meals meet approved menu?
_____	_____	9. Do meals meet meal pattern requirements?
_____	_____	10. Are meals checked for quality?
_____	_____	11. Is there proper sanitation/storage?
_____	_____	12. Is the site supervisor following procedures established to make meal order adjustments?
_____	_____	13. Are meals served within appropriate time frames?
_____	_____	14. Are all meals served and consumed onsite? (Note if State Agency and sponsor allow fruits or vegetables to be taken off-site).
_____	_____	15. Does site have a place to serve children meals in case of inclement weather?
_____	_____	16. Is each meal served as a unit?
_____	_____	17. Is the meal delivery schedule followed?
_____	_____	18. Are there provisions for storing or returning excess meals?
_____	_____	19. Is there documentation of children's income eligibility, if applicable?
_____	_____	20. Is there a nondiscrimination poster, provided by the sponsor, on display in a prominent place?
_____	_____	21. Are meals served to all attending children regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	22. Do all children have equal access to services and facilities at the site regardless of the child's race, color, national origin, sex, age, or disability?
_____	_____	23. Is informational material concerning the availability and nutritional benefits of the Program available in appropriate translations?
Explanations:		

